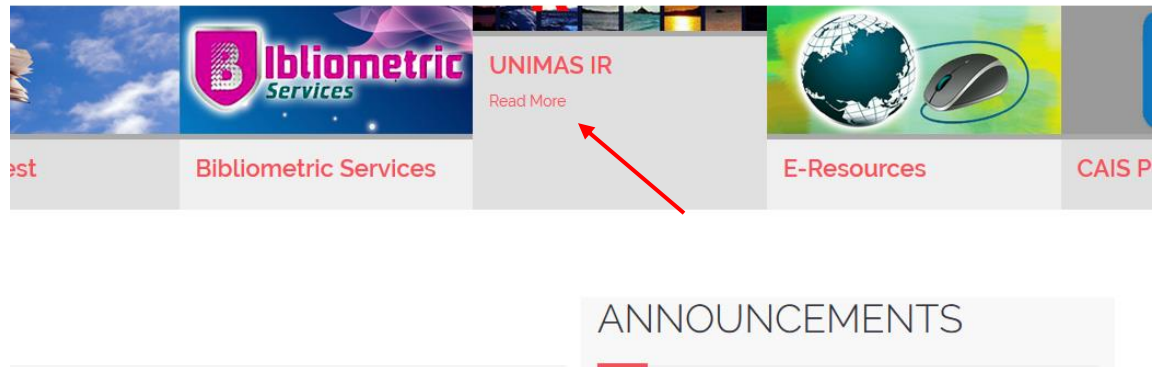




GARIS PANDUAN MUAT NAIK BAHAN KE REPOSITORI INSTITUSI (RI) UNIMAS

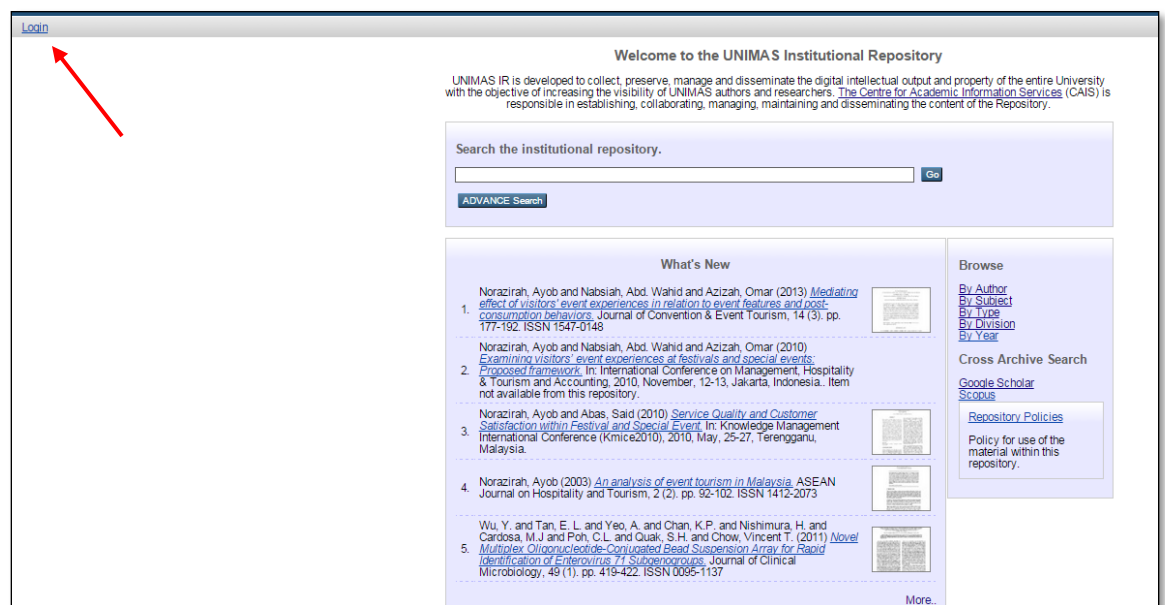
LANGKAH 1

- ❖ Layari laman sesawang www.cais.unimas.my
- ❖ Klik pada *Link* UNIMAS IR



LANGKAH 2

- ❖ Klik butang “Login” untuk log masuk ke dalam platform Repositori Institusi (RI)



LANGKAH 3

- ❖ Masukkan ID & Kata Luan dalam kotak yang disediakan (**menggunakan single ID**)

Login

Please enter your username and password. If you have forgotten your password, you may [reset](#) it.

Username:

Password:

Note: you must have cookies enabled.

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LANGKAH 4

- ❖ Klik pada butang **“New Item”** untuk muat naik bahan.

Manage deposits

[Help](#)

Import from: Atom XML

Displaying results 1 to 10 of 3695. Show [10](#), [25](#) or [100](#) results per page.
[1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [Next](#)

☐ User Workarea.
 ☐ Under Review.
 ☒ Live Archive.
 ☐ Retired.

Last Modified	Item Status	Subjects	Item Type	Title	Date Deposited	
31 Jul 2014 06:43	Live Archive	Q Science > Q Science (General) R Medicine > R Medicine (General)	Corporate Memory	Laporan Tahunan =Annual report / Fakulti Perubatan dan Sains Kesihatan, 2011	30 Apr 2014 04:31	
31 Jul 2014 06:42	Live Archive	Q Science > Q Science (General) R Medicine > R Medicine (General)	Corporate Memory	Laporan Tahunan =Annual report Fakulti Perubatan dan Sains Kesihatan	30 Apr 2014 04:29	
25 Jul 2014 08:16	Live Archive	N Fine Arts > NX Arts in general	Image	Logo : Success & Happiness by Activating Economy	25 Jul 2014 08:16	

LANGKAH 5

- ❖ Pada **“Item Type”** pilih salah satu berpandukan jenis koleksi yang ingin di muatnaik.

Edit item: Article #4273

[Type](#) → [Upload](#) → [Details](#) → [Subjects](#) → [Deposit](#)

[Save and Return](#) [Cancel](#) [Next >](#)

Item Type

- ☒ **Article**
An article in a journal, magazine. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- ☐ **Newspaper Clipping**
Clippings taken from newspapers.
- ☐ **Book Section**
A chapter or section in a book.
- ☐ **Monograph**
A monograph. This may be a technical report, documentation, manual, working paper or discussion paper.
- ☐ **Conference or Workshop Item**
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- ☐ **Corporate Memory**
A item that is part of the collective memory of the university.
- ☐ **Book**
A book or a conference volume.
- ☐ **Thesis**
A thesis or dissertation.
- ☐ **Patent**
A published patent. Do not include as yet unpublished patent applications.
- ☐ **Project Report**
Project Paper Report
- ☐ **Magazine and Newsletter**
Brochures/Leaflets/Newsletters/Bulletins
- ☐ **Annual Report**
The university's annual report.
- ☐ **Speech and Address**
Text of speeches or addresses given.
- ☐ **Inaugural Lecture**

LANGKAH 6

- ❖ Klik butang **"Choose File"** untuk pilih fail yang ingin dimasukkan.
- ❖ Setelah fail di pilih, klik **"Next"** untuk langkah seterusnya.
- ❖ Sekiranya tidak ada PDF file, masukkan **URL link** untuk "capture" dari URL web sedia ada.

Edit item: Article #4273

[Type](#) → [Upload](#) → [Details](#) → [Subjects](#) → [Deposit](#)

[< Previous](#) [Save and Return](#) [Cancel](#) [Next >](#)

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File

From URL

From Youtube

Choose File

No file chosen

[< Previous](#) [Save and Return](#) [Cancel](#) [Next >](#)

LANGKAH 7

- ❖ Masukkan maklumat yang berkaitan dengan bahan tersebut ke dalam elemen metadata yang disediakan kemudian tekan butang “**Next**”.

The screenshot shows the first section of a metadata form. At the top, there are navigation buttons: "< Previous", "Save and Return", "Cancel", and "Next >". The form is divided into several sections, each with a title and a question mark icon:

- Title:** A single text input field.
- Abstract:** A large text area for input.
- Creators:** A section with four rows of input fields for "Family Name", "Given Name / Initials", and "Email". There are up/down arrow buttons for each row and a "More input rows" button at the bottom.
- Corporate Creators:** A section with three rows of input fields and a "More input rows" button at the bottom.
- Divisions:** A list of institutional divisions to select from, including "Academic Faculties, Institutes and Centres: Centre for Academic Information Services", "Academic Faculties, Institutes and Centres: Centre for Applied Learning & Multimedia", "Academic Faculties, Institutes and Centres: Centre for Graduate Studies", "Academic Faculties, Institutes and Centres: Centre for ICT Services", "Academic Faculties, Institutes and Centres: Centre for Language Studies", "Academic Faculties, Institutes and Centres: Centre for Pre-University Studies", "Academic Faculties, Institutes and Centres: Centre for Technology Transfer and Consultancy", "Academic Faculties, Institutes and Centres: Corporate Planning and Communications Division (Chancellory)", "Academic Faculties, Institutes and Centres: Faculty of Applied and Creative Arts", and "Academic Faculties, Institutes and Centres: Faculty of Cognitive Science and Human Development".

The screenshot shows the second section of the metadata form, continuing from the first section. It includes the following fields and sections:

- Refereed:** Radio buttons for "Yes, this version has been refereed." and "No, this version has not been refereed."
- Status:** Radio buttons for "Published", "In Press", "Submitted", and "Unpublished".
- Journal or Publication Title:** A text input field.
- ISSN:** A text input field.
- Publisher:** A text input field.
- Official URL:** A text input field.
- Volume:** A text input field.
- Number:** A text input field.
- Page Range:** Two text input fields for "to" and "from".
- Date:** Fields for "Year", "Month", "Unspecified" (dropdown), "Day", and "?" (dropdown).
- Date Type:** Radio buttons for "UNSPECIFIED", "Publication", "Submission", and "Completion".
- Identification Number:** A text input field.
- Related URLs:** A section with "URL" and "URL Type" (dropdown) fields, and a "More input rows" button.
- Funders:** A section with one row of input fields and a "More input rows" button.
- Projects:** A section with one row of input fields and a "More input rows" button.
- Contact Email Address:** A text input field.
- References:** A text input field.
- Uncontrolled Keywords:** A text input field.

LANGKAH 8

- ❖ Pilih subjek yang berkaitan dengan bahan.
- ❖ Subjek yang di pilih boleh lebih daripada satu subjek.
- ❖ Klik butang “**Next**” untuk langkah seterusnya.

The screenshot shows a web interface for selecting subjects. At the top, there is a navigation bar with buttons: Type, Upload, Details, Subjects (highlighted), and Deposit. Below this is a secondary bar with buttons: < Previous, Save and Return, Cancel, and Next >. The main section is titled 'Subjects' with a star icon. It contains a search bar labeled 'Search for subject:' with a 'Search' button and a 'Clear' button. Below the search bar is a list of subject categories, each preceded by a plus sign in a square box. The categories are: A General Works, B Philosophy. Psychology. Religion, C Auxiliary Sciences of History, D History General and Old World, E History America, F History United States, Canada, Latin America, G Geography. Anthropology. Recreation, H Social Sciences, J Political Science, K Law, L Education, M Music and Books on Music, N Fine Arts, P Language and Literature, Q Science, R Medicine, S Agriculture, T Technology, U Military Science, V Naval Science, and Z Bibliography. Library Science. Information Resources. A red arrow points to the 'Next >' button at the bottom right of the interface.

LANGKAH 9

- ❖ Seterusnya tekan butang **“Deposit Item Now”** untuk mendeposit bahan tersebut menjadi salah satu rekod di dalam RI UNIMAS.

Type → Upload → Details → Subjects → Deposit

As an editor of this item you can move it into review without first resolving the problems identified otherwise click Save and Return to fix these problems later.

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant UNIMAS Institutional Repository the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that UNIMAS Institutional Repository does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at UNIMAS Institutional Repository) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

Deposit Item Now Save for Later

LANGKAH 10 (HANYA UNTUK ADMIN CAIS SAHAJA)

- ❖ Admin (PKMA) akan semak semula rekod bagi bahan yang telah di muat naik sebelum di *“Published”*.
- ❖ Admin (PKMA) akan tekan butang **“Move to Repository”** setelah semua maklumat yang dimasukkan adalah betul.

This item is in review. It will not appear in the repository until it has been checked by an editor.

Move to Repository Return item (with notification) Remove item (with notification)

Previous Details Actions History Issues

Type Edit item

Item Type: Article

Upload Edit item

Unspecified fields: Documents

Details Edit item

Creators: Creators Email
ER, ER UNSPECIFIED

Title: WERWE

Status: Published

Journal or Publication: ER

Refereed: No

Unspecified fields: Contact Email Address, Corporate Creators, Divisions, Uncontrolled Keywords, Additional Information, Comments and Suggestions, Abstract, Date, Date Type, Volume, Number, Publisher, Page Range, Identification Number, ISSN, Official URL, Related URLs, References, Funders, Projects